EOC Logistics Training

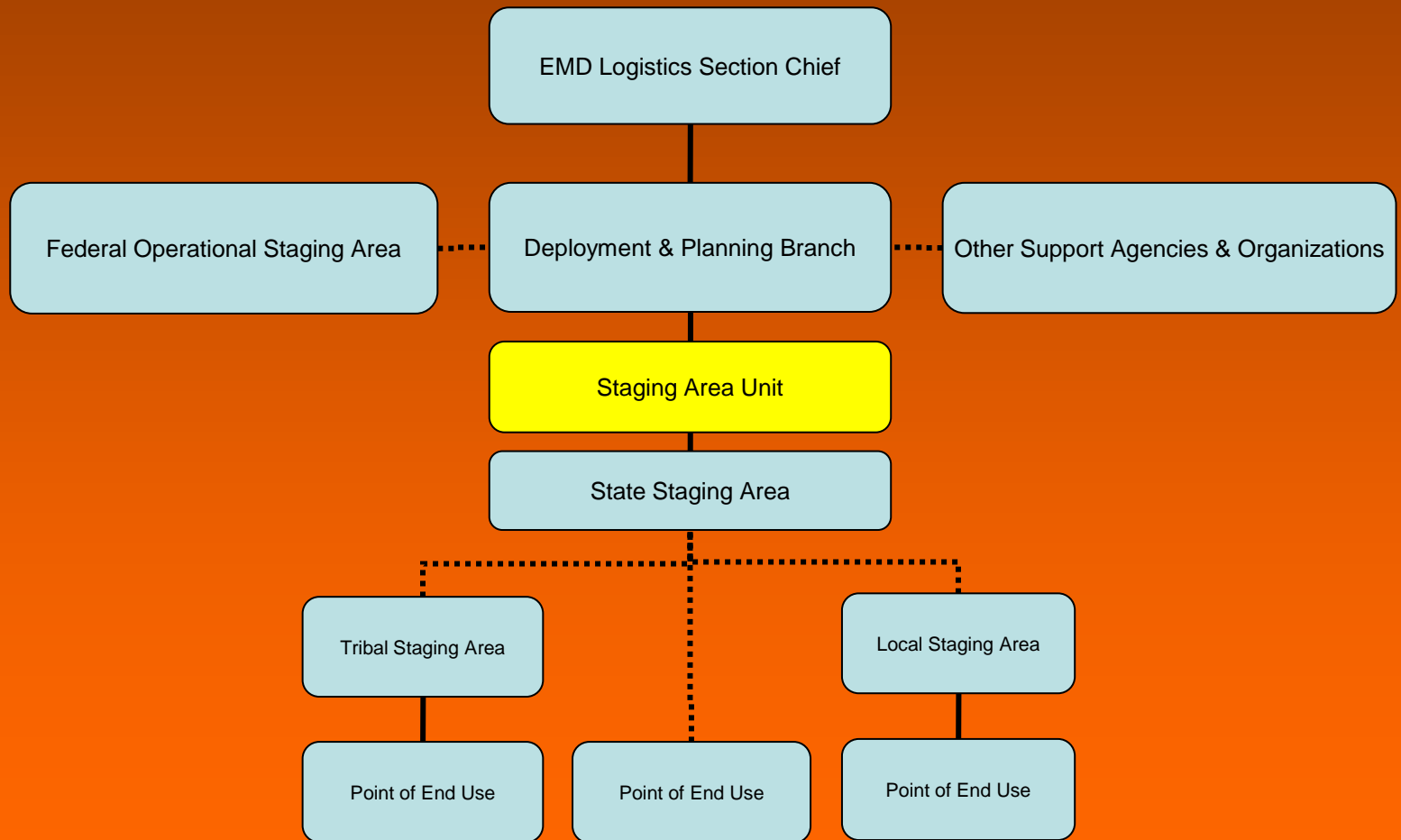*State Staging Areas*

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Objectives

- Describe the need and composition of State Staging Areas (SSAs)
- Explain the processes used to start up an SSA
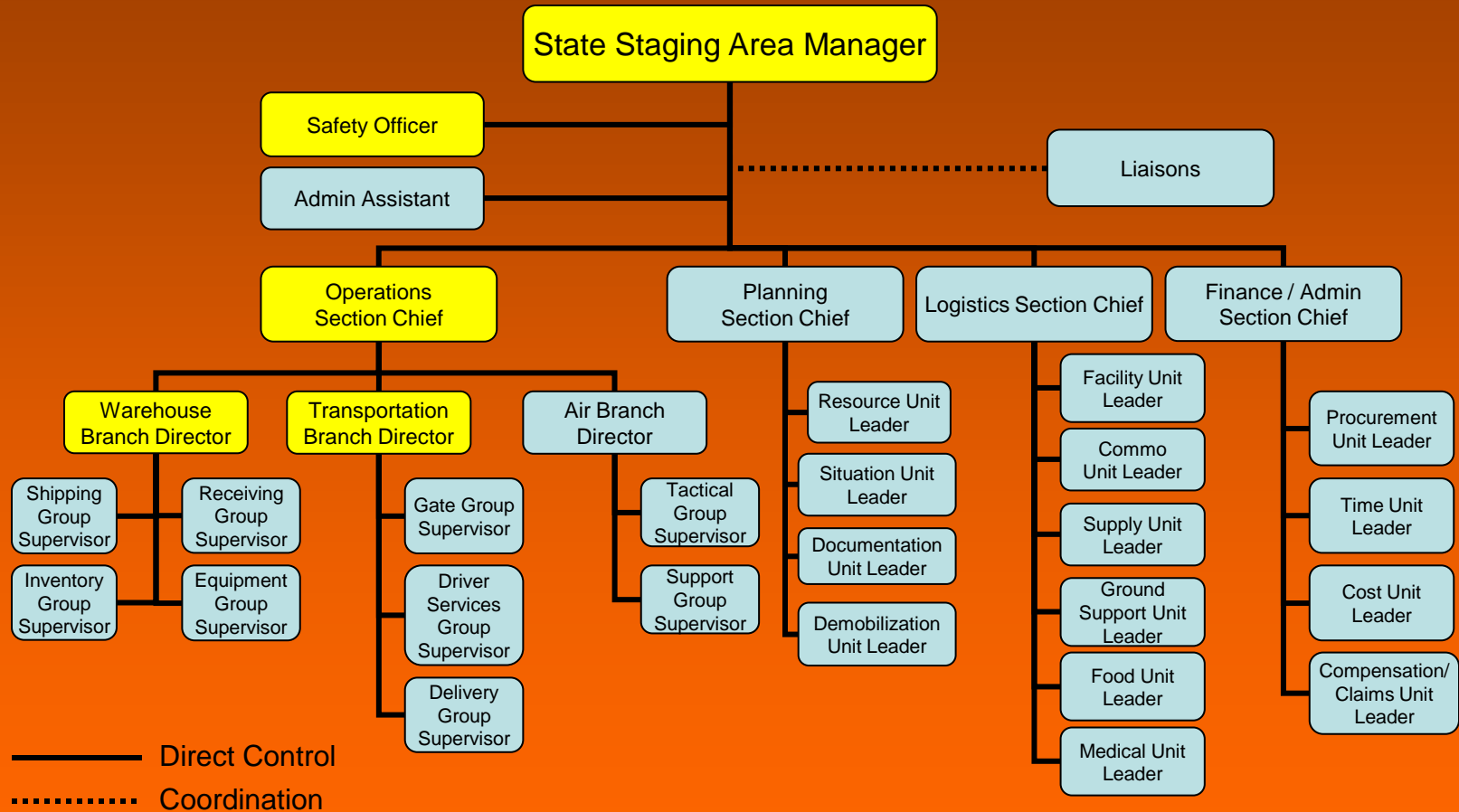- Describe the processes for requesting resources from an SSA

State Staging Area Unit

EMD Logistics Section Chief

Federal Operational Staging Area ...... Deployment & Planning Branch ...... Other Support Agencies & Organizations

Staging Area Unit

State Staging Area

Tribal Staging Area

Local Staging Area

Point of End Use

Point of End Use

Point of End Use

SSA Organization

State Staging Area Manager

- Safety Officer
- Admin Assistant
- Liaisons

Operations Section Chief
- Warehouse Branch Director
  - Shipping Group Supervisor
  - Receiving Group Supervisor
  - Inventory Group Supervisor
  - Equipment Group Supervisor
- Transportation Branch Director
  - Gate Group Supervisor
  - Driver Services Group Supervisor
  - Delivery Group Supervisor
- Air Branch Director
  - Tactical Group Supervisor
  - Support Group Supervisor

Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader

Logistics Section Chief
- Facility Unit Leader
- Commo Unit Leader
- Supply Unit Leader
- Ground Support Unit Leader
- Food Unit Leader
- Medical Unit Leader

Finance / Admin Section Chief
- Procurement Unit Leader
- Time Unit Leader
- Cost Unit Leader
- Compensation/ Claims Unit Leader

——— Direct Control

••••••••••• Coordination

- Actual staffing levels will be established by the Staging Area Manager based on estimated/actual resource shipments.

Why a State Staging Area?

- Affected areas cannot support themselves
- Massive amounts of resources are needed or enroute:
  - FEMA "Push Packs"
  - State ordered resources
  - Donations
- Resource shipments clog transportation arteries needed for emergency response activities
- Resources must be accounted for and staged for quicker supply to multiple jurisdictions in need

Requirements for an SSA

- Location
  - Near Major Highway
  - Fenced or otherwise secure area
  - Separate ingress/egress routes for disaster shipments
  - Entrance/exit(s) for staff and operational equipment
  - On-site Commercial or Military Airport/Field (desirable)
  - On-site rail spur/head (desirable)

- Covered Area
  - 20,000 square feet (can be open areas with portable cover)
  - Administrative area
  - Loading Docks in permanent structures (desirable)

- Hard Stand (paved or compressed rock) Area
  - 250,000 square feet (6 Acres)
  - Helicopter Landing Zone

SSA Layout

Determining Location(s)

- Currently 21 potential state staging area sites have been selected

- Location(s) just outside the impacted area

- Major factors when considering sites:
  - Event location
  - Size of the site vs. anticipated resource quantities
  - Population of the affected area
  - Condition of local infrastructure, especially transportation corridors

- Coordinate with local jurisdiction

Cost Analysis

- Determine the potential length of time
- Coordinate with site (MOU):
  - Utilities
  - Buildings or space
  - On site equipment
  - Other negotiated costs
- Estimate personnel costs (DES):
  - 12 hour shifts, day/night
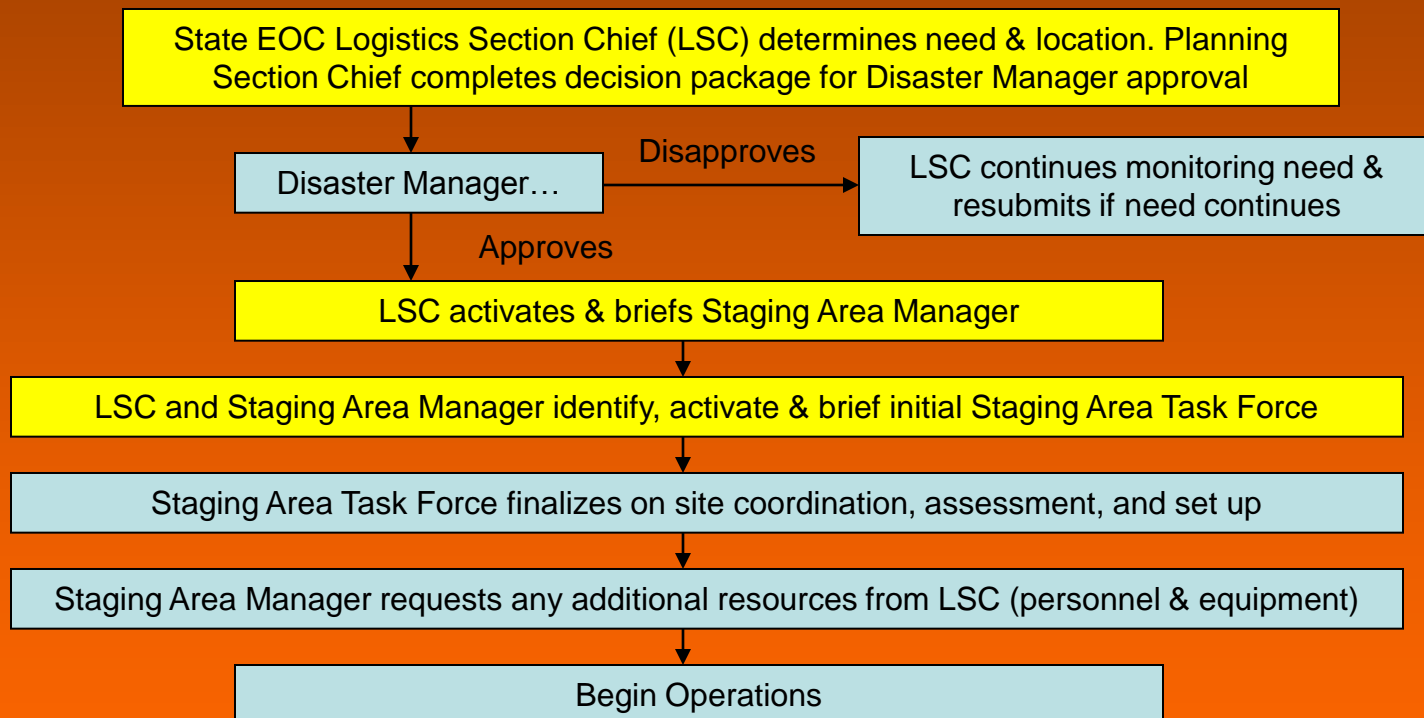- Estimate lease/rental equipment costs

Getting Approval

- Compile information into the decision package form – include file of the selected location

- Provide to Planning Section Chief for review and routing

- Coordinate with appropriate State EOC sections and EOC supervisor

- Disaster Manager approves and coordinates approval for costs with appropriate authority

Activating an SSA

State EOC Logistics Section Chief (LSC) determines need & location. Planning Section Chief completes decision package for Disaster Manager approval

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Disaster Manager… —— **Disapproves** ——→ LSC continues monitoring need & resubmits if need continues

↓ **Approves**

LSC activates & briefs Staging Area Manager

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LSC and Staging Area Manager identify, activate & brief initial Staging Area Task Force

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Staging Area Task Force finalizes on site coordination, assessment, and set up

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Staging Area Manager requests any additional resources from LSC (personnel & equipment)

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Begin Operations

Assembling an SSA Team

- DES is primary for the initial SSA Task Force:
    - Site Management: Staging Area Manager, Security Lead (Law Enforcement Rep), Safety Officer (L&I)
    - Operations Section: Manager, Warehouse Branch Manager, Transportation Branch Manager
    - Planning Section: Manager, Resource Unit Leader
    - Logistics Section: Manager, Facility Unit Leader, Communications Unit Leader
    - Admin/Finance Section: Manager, Procurement Unit Leader
    - Support personnel for each unit as determined by the Staging Area Manager

Tracking Resources

- WebEOC will be used to track inventory levels once boards are built

- Alternatively, the EOC Logistics section will establish reporting intervals from SSAs

- Reports will include the following elements:
  – Quantity and type of arriving resources
  – Quantity and type of departing resources by destination
  – Balance of resources on hand by type in the staging area
  – Any other details requested by the State EOC Logistics Section Chief.

- Inventory is a factor in determining which SSA will be assigned a mission

Before Deploying Resources...

- If multiple SSAs are active:
  - Who has the resource?
  - Where are they located?
  - Is transportation infrastructure intact?
  - Does the site have delivery capacity available?
- Reoccurring vs. one time requests
- Requests help with determining appropriate inventory levels for specific resources

Assigning a Mission

- Use standard WebEOC RFA process to assign the mission

- Time is always a factor – contact the staging area to ensure they know about the mission (usually the inventory group)

- Track the mission regularly and follow up if activity is not noted on the Mission Tracker

- If Movement Coordination Center is not active, routing assistance may be needed

Mission Complete?

- One-time missions are complete:
  - for expendable resources, when signed for at destination
  - For accountable resources, upon return of resources to SSA or point of origin
- Reoccurring requests remain open until cancelled by the requesting jurisdiction

Closing the SSA

- The Staging Area's primary mission is to supplement resource shortages throughout the impacted area.

- When resource infrastructure is restored, Staging Area operations should be demobilized.

- LSC coordinates with Disaster Manager to decide on demobilization.

QUESTIONS?

State Staging Areas

Learning Evaluation

- Which of the following is a reason for opening a state staging area?
  a) Cost of the site
  b) A local jurisdiction is requesting a resource
  c) Large quantities of resources are needed and/or incoming
  d) A local jurisdiction is opening a staging area
  e) A disaster is occurring in Washington State

Learning Evaluation

- Name five requirements for staging areas?
    a) Located near a major highway
    b) Secure area
    c) Separate ingress/egress for shipments
    d) Covered area for resource storage
    e) At least 6 acres of hardstand

Learning Evaluation

- What are the major factors to consider when selecting an SSA site for activation?

  a) Event location

  b) Size of the site

  c) Population of affected area

  d) Condition of local infrastructure

Learning Evaluation

- Which of the following costs are included as part of the decision package?
  a) Utilities
  b) Lease for buildings and/or space
  c) Equipment costs
  d) Personnel costs
  e) All of the above

Learning Evaluation

- Who approves the decision package for activating a state staging area?
  - a) Staging Area Unit Leader
  - b) EOC Logistics Section Chief
  - c) Staging Area Manager
  - d) Disaster Manager
  - e) EOC Supervisor

Learning Evaluation

- What are the elements required in an inventory report from an SSA to the EOC?
  a) Quantity & type of resources arriving
  b) Quantity & type of resources departing by destination
  c) Balance of resources on hand by type
  d) Any other details requested by the LSC

Learning Evaluation

- Provide an example of a reoccurring resource request.
  a) CPOD resupply
  b) Resupply of daily mobile distribution
  c) Resupply of base camps
  d) Resupply of shelters
  e) Any request for scheduled resupply from a local jurisdiction

Learning Evaluation

- What is the next step once a resource mission is assigned in WebEOC?
  a) Monitor the mission tracker for activity
  b) Call the SSA
  c) Report back to the local jurisdiction
  d) Close the mission
  e) Order replacement resources

Learning Evaluation

- At what point is a staging area resource mission considered complete?
    a) When the resource leaves the SSA
    b) When expendable resources are signed for by local jurisdiction
    c) When accountable resources are returned
    d) When closed by the requester
    e) All of the above

Learning Evaluation

- At what point does demobilization of an SSA come under consideration?

  a) When the site runs out of resources

  b) When normal resource infrastructure is restored

  c) When site personnel decide they are done

  d) When expenses exceed $500,000

  e) All of the above